

MONTANA PUBLIC DEFENDER COMMISSION
PERSONNEL COMMITTEE MEETING

Helena Regional Office
139 North Last Chance Gulch, Helena, MT 59601

October 21, 2014

DRAFT MINUTES

Committee Members Present

Chuck Petaja, Helena; Fritz Gillespie, Helena

Agency Team Members Present

Wade Zolynski, Chief Appellate Defender; Bill Hooks, Chief Public Defender; Kristina Neal, Conflict Coordinator; Harry Freebourn, Administrative Director

Call to Order

Committee Chair Chuck Petaja called the meeting of the Personnel Committee to order at 9:05 a.m.

Approval of Minutes of September 26, 2013 Meeting (*Action Item)

Commissioner Gillespie moved to approve the minutes as drafted. Commissioner Petaja seconded and the motion carried.

Review Evaluation Process for Chief Public Defender, Chief Appellate Defender, Conflict Coordinator and Administrative Director

Commissioner Petaja reviewed the evaluation process, which consists of three parts. Written subordinate/peer evaluations have been received and reviewed. Each manager also completed a self-evaluation; they all know where improvements are needed they will strive to make those improvements. Finally, the Commission is tasked to evaluate performance. Salary discussions will be reserved for the full Commission.

Public Comment

There was no public comment.

Executive Session

Commissioner Petaja closed the meeting to conduct individual performance evaluations. He stated, "I have determined that the demands of individual privacy clearly exceed the merits of public disclosure, and therefore this portion of the meeting will be closed."

Recommendations for Full Commission

The committee will forward recommendations regarding salaries to the full Commission at the October 31 meeting.

Adjourn

The committee adjourned following the closed session.